

**ORIGINAL****AGREEMENT BETWEEN***Hunterdon County Board of Chosen Freeholders***THE COUNTY OF HUNTERDON**

and

**COMMUNICATIONS WORKERS OF AMERICA****AFL-CIO-LOCAL 1035**

1981-87



1141-12/31/87

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## ARTICLE I

### SCOPE OF AGREEMENT AND BARGAINING UNIT

The Employer acknowledges that it has ascertained that C.W.A. Local 1035, hereinafter referred to as the Union, represents a majority of the employees set forth in the bargaining unit, and is, therefore, legally entitled to recognition by the Employer as the sole and exclusive bargaining representative of the employees in the bargaining unit.

The Employer recognizes that this Agreement constitutes an obligation of the Employer, and that the terms and provisions of this Agreement shall embrace all present and future permanent, provisional and temporary positions, full-time and part-time, in all Departments of the County of Hunterdon, and all other positions wherein authorization has been given to the Union to act on behalf of employees in such positions.

The appropriate bargaining unit shall consist of all employees of the County of Hunterdon, including Supervisors, (as recognized past practice of the Union), in any position, whether such employees are of provisional, permanent, or temporary or CETA status; excepting employees of the Board of Elections, Board of Parks and Recreation Commissioners, Probation Officers-Probation Department, Jail employees, Sheriff's Officers-Law Enforcement, Sanitary Inspectors-Health Department, County Detectives-Prosecutor's Office, Department Heads, any appointed or elected officials, Assistant County Engineer, Assistant County Road Supervisor(s), or any employee the Parties agree is in a confidential position whose work is involved solely in the labor relations process.

Unless otherwise indicated, the terms employee or employees, when used in this Agreement, refer to all persons represented by the Union in the above defined negotiation unit.

The Parties recognize that a Clarification of Unit proceeding is presently pending before the Public Employment Relations Commission affecting certain supervisory position titles. The Parties agree that this Article shall be modified pursuant to the resolution of this matter by the Parties or by the Public Employment Relations Commission, or in the event of an appeal therefrom, by the Courts of this State.

## ARTICLE 2

### PAYROLL DEDUCTIONS

#### A. DUES CHECKOFF:

The Employer will deduct current uniform dues of employees who are members of the Union beginning with the next pay period following receipt of a duly executed form acceptable to the Employer. Such authorization may only be revoked upon thirty (30) days notice prior to January 1 or July 1. Monthly, the Employer will forward a list of all employees hired or terminated during the preceding month.

It shall be the sole obligation of the Employer to remit sums deducted to the Sec/Treasurer of the Union by the fifteenth (15) of the month following the month in which it deducts them, with a list of those employees for whom the deductions have been made. Dues shall be sent to Washington, D.C. to the C.W.A. Sec/Treasurer.

The Union shall hold the Employer harmless against all claims, demands, or other forms of liability that may arise out of the Employer deducting sums as Union dues pursuant to this Article.

#### B. AUTOMOBILE INSURANCE COVERAGE:

In the event the Union arranges for auto insurance coverage, the County agrees to provide payroll deductions for automobile insurance coverage for members of an appropriate group who so authorize such deductions. The Union shall hold the Employer harmless against all claims, demands or other forms of liability that may arise out of the Employer deducting sums pursuant to this Article.

The Employer also reserves the right to require a Hold Harmless Agreement from the carrier providing such group automobile insurance coverage. The contract between the insurance carrier and the County shall contain provisions reasonably acceptable to both the County and the Union.

#### C. C.W.A. SAVINGS AND TRUST FUND:

Effective July 1, 1982, the County shall implement a payroll deduction program for the C.W.A. Savings and Trust Fund. Implementation shall be as provided by law in the case of dues deduction and as specified in a separate agreement between the County and the Union. The Union shall hold the County harmless as in the case of dues deduction discussed above.

ARTICLE 3  
MANAGEMENT

It is mutually understood and agreed that the Employer has the prerogatives of management in the direction of the employees including, but not limited to, the rights of hiring, suspending, discharging in accordance with Civil Service Rules, promoting, transferring, scheduling to determine the standards of services to be offered by its agencies, take necessary actions in emergencies, determine the standards of selection for employment, maintain the efficiency of its operations, technology of performing its work, determine the methods, means and personnel by which its operations are to be conducted, determine the content of job classifications, subject to Civil Service Regulations, and any other applicable law or provision of this Agreement.

It is understood that in the discharge of these rights, every employee shall be treated within the accepted standards of common decency, courtesy, and respect.

## ARTICLE 4

### UNION REPRESENTATIVES

The Union shall designate such members of the Union as it deems reasonably necessary as Union Representatives, who shall not be discriminated against due to their legitimate Union activity. A list of Union designated representatives shall be provided the Employer.

Any authorized representatives of the Communications Workers of America, so designated, shall have the right to enter upon the premises of the Employer during working hours for the purpose of conducting normal duties relative to the enforcement and policing of this Agreement.

The Department Head of the area to be visited shall be notified prior to such visit. Such visits shall not interfere with proper service to the Public.

## ARTICLE 5

### RIGHTS AND PRIVILEGES OF THE UNION

The Board of Chosen Freeholders agrees to make available to the Union all public information concerning the financial resources of the County, together with information which may be necessary for the Union to process any grievance or complaint.

The Union representatives shall be permitted to participate, during normal working hours, in negotiations, grievance proceedings, conferences, or meetings with the Employer with no loss in pay. This shall apply to any employee in connection with his or her grievance.

Representatives of Local 1035 C.W.A., or its affiliate so designated, shall be permitted to transact official Union business on the premises at all reasonable times, provided that this shall not interfere with or interrupt normal operations of the service. In addition, representatives authorized by the local union shall be entitled to attend C.W.A. conferences. No more than twelve (12) days per year (aggregate total of individual days off) shall be allowed under this provision. Unused days shall not be accumulative and any unused days shall be cancelled at the end of the calendar year. Effective January 1, 1983, the total number of conference days shall be increased to fifteen (15) days per year.

The Union may use facilities and equipment when not otherwise in use.

The Union may use bulletin boards and mailboxes.

Should the representative of the Union, or the Union itself, cause any malicious damage to any facility or equipment owned by the County, the Union hereby agrees to either repair such facility or equipment at its own cost, or to reimburse the County for the reasonable cost to repair said facility or equipment.

#### EMPLOYEE REPRESENTATIVES WHO ARE TO BE PRESENT AT NEGOTIATIONS:

1. No more than five (5) employees and an attorney shall appear and negotiate for Local 1035. One (1) of the five (5) employees, however, should be an employee who attends negotiations when matters under discussion involve a subject area with which said employee has special knowledge, or when the issue involves a department or group of employees with whom the designated employee is associated. If an employee of the Communications Department attends negotiations, the employee shall receive straight time pay for each hour spent in negotiations when the employee is not on duty, if the negotiations principally concern the Communications Department and take place during the hours of 8:30 A.M. and 4:30 P.M., Monday through Friday. A Communications Operator may attend negotiations provided he gives 48 hours notice to his Department Head or his designee.



## ARTICLE 5 (Continued)

2. For obvious reasons, there shall be no limit as to the composition of an employee negotiating committee, if the negotiating sessions are conducted after working hours.

3. After the instant agreement is executed, and until such time as a successor contract is consummated, the number of employees who negotiate during working hours should consist of no more than one (1) employee representative from a department, except that the President of the employee Union may participate in negotiations together with another employee from his department.

## ARTICLE 6

### ADHERENCE TO CIVIL SERVICE RULES

The Employer and the Union understand and agree that all Rules promulgated by the New Jersey Department of Civil Service shall be binding upon both Parties.

## ARTICLE 7

### RULES OF THE EMPLOYER

All rules and regulations promulgated by the Employer for the proper and efficient operation of the Public Service shall be duly and conspicuously placed.

## ARTICLE 8

### HOURS OF WORK

It is understood by the Parties that the hours of work in existence at the time of this Agreement for all departments shall remain in full force and effect until mutually changed. Either party reserves the right to request a change in working hours. This request will be subject to negotiations.

Those employees obligated to work in the field, or on the road traveling, shall compute their hours of work on a portal-to-portal basis.

#### COUNTY EMPLOYEES WORKING 35 HOURS

Work Week: Monday through Friday  
8:30 a.m. - 4:30 p.m. 1 Hour Lunch

#### LIBRARY

Work Week A: (Employees hired prior to 2/26/72)

Monday through Friday

Shift 1A:	8:30 a.m. - 4:30 p.m.	1 Hour Lunch
Shift 1B:	9:00 a.m. - 5:00 p.m.	1 Hour Lunch
Shift 2:	1:30 p.m. - 9:00 p.m.	½ Hour Lunch

Work Week B: (Employees hired on or after 2/26/72, or earlier if voluntary)

Tuesday through Saturday

Saturday hours are 9:00 a.m. — 5:00 p.m.

Same Hours & Shifts as above.

Employees hired after February 26, 1972 may work Tuesday through Saturday and shall be given preference for assignment to an appropriate position on the Monday through Friday work week based upon seniority. For the purposes of this Article, Seniority is defined as length of continued service with the County from date of hire.

The Library shall be open in the summer on Saturdays during the same hours that it is open at other times of the year. The Employer shall, if requested, allow a maximum of one (1) professional Library employee and two (2) non-professional Library employees to have scheduled days off on a Saturday, such as vacation days, or personal days. These Saturday scheduled days off shall not be affected by sick leave or other similar leaves.

## ARTICLE 8 (con't)

### COUNTY EMPLOYEES WORKING 40 HOURS

#### ROADS & BRIDGES

Work Week: Monday through Friday  
7:30 a.m. - 4:00 p.m. ½ Hour Lunch

#### BUILDING MAINTENANCE WORKERS

Work Week: Monday through Friday  
Shift 1: 6:30 a.m. - 3:00 p.m. ½ Hour Lunch  
Shift 2: 3:30 p.m. - 12:00 a.m. ½ Hour Lunch

Maintenance Repairers and Heating and Air Conditioning Mechanic shall work Monday through Friday starting at 8:00 a.m., and working until 4:30 p.m. with one-half (½) hour for lunch.

### COMMUNICATIONS

#### HOURS OF WORK AND SCHEDULING:

Communications Operators and Senior Communications Operators shall work a Schedule of six (6) days within a nine (9) day period. There shall be no extra compensation provided to employees for working the sixth (6) day during a nine (9) day period. In the event an employee is required to work, and does work, more than eight (8) hours and fifteen (15) minutes in any work day, or more than six (6) days in a nine (9) day period, he shall receive overtime pay for each hour worked at the rate of time and one-half (1½) his straight time hourly rate of pay. Communication Operators shall work on a shift basis as indicated below.

First Shift:	2245 Hours - 0700 Hours
Second Shift:	0645 Hours - 1500 Hours
Third Shift:	1445 Hours - 2300 Hours

Senior Communications Operators may be assigned to any of the following shifts:

0745 Hours - 1600 Hours
1545 Hours - 2400 Hours
2345 Hours - 0800 Hours

The question of holiday pay will be handled as follows:

The 2245 - 0700 Hour shift will be paid the eight (8) hours holiday pay for any holiday worked in which the operator has worked seven (7) hours on the holiday date. The 2245 - 0700 Hour shift in which the operator works only one (1) hour on the holiday date will not be considered as holiday pay.

## ARTICLE 8 (Continued)

It is understood and agreed that employees may switch hours or shifts provided no employee works in excess of twelve (12) consecutive hours as a result of the aforementioned switch. It is the intent of the Parties that the exchange of hours or shifts between two (2) employees will be on a voluntary basis, and will incur no additional cost to the County. Hours or shifts exchanged shall strictly be a matter between the two (2) employees provided, however, a notice of exchange and substitution of employees be given to the Department Head, or his designee, no less than twenty-four (24) hours in advance. In the event no such notice is given, the employee who has been assigned the hours or shifts will be required to work. When the twenty-four (24) hour notice is given, the employee accepting the change shall be required to work.

Lunch and coffee breaks are only to be taken, (on premises), when work load permits during a shift. A Communications Operator shall be allowed to leave the board for breaks when a Senior Communications Operator covers. Unused break time shall not be credited or accumulated in any way by the employee.

The hours of work for the Supervising Communications Operator shall be five (5) eight (8) hour week days. Start and quit times to be designated by the Department Head. Overtime and Holiday compensation shall be paid as provided in Article 11 of the Agreement.

In the event of an emergency, scheduled event, or illness requiring the assignment of additional personnel for certain hours, the following pertinent procedures shall be followed:

### 1. EMERGENCIES:

An on-call, full-time employee shall be called in first.

### 2. ILLNESS:

On-call personnel shall be solicited first. Should they not wish to accept the overtime, then off duty full-time employees will be solicited. If none are available, part-time employees may be solicited. If none are available, it will then constitute an emergency, and on-call personnel will be assigned.

All solicitations and/or assignments to be done in the order of persons with the least amount of worked overtime being called or assigned first.

If a Communications Operator assigned to work the 0645 - 1500 Hour shift calls in sick, one (1) of the 2245 - 0700 Hour shift Communications Operators will automatically hold over for the first four (4) hours, (0700 - 1100), of the 0645 - 1500 Hour shift. This may be done either by one (1) volunteering to hold over; or, in the case where neither one particularly wants to remain the one (1) with the least amount

## ARTICLE 8 (Continued)

of overtime as of that date will be the one (1) responsible to remain. This includes part-time Communications Operator(s) unless doing so would interfere with their full time jobs on that day. In all instances a part-time Communications Operator(s) must be approved in advance by a supervisor as to having sufficient work experience to work with the other part-time Communications Operators on a shift(s). In the event that a full time Communications Operator and a part-time Communications Operator volunteer to remain then the full time operator shall remain on duty.

The second four (4) hours of that shift, (1100 - 1500), as well as all other times, will be covered by using the standard existing method after 0800 Hours.

On the remaining days of the same illness, a part-time employee may be called in.

### 3. SCHEDULED EVENTS:

A part-time employee may be called in.

#### TELEPHONE OPERATORS

Telephone operators may leave their position during breaks when relieved.

## ARTICLE 9

### BREAKS

Each employee herein represented shall be entitled to one (1) fifteen (15) minute break for each half-day period of work, (morning and afternoon, and equivalent periods for shift work). Unused break time shall not be credited or accumulated in any way by the employee.

No break shall be taken at another employee's desk who is not on break or in other departments of employees not on break at the time, without the specific permission of the affected Department Heads.



## ARTICLE 10

### WAGES

Wages shall be paid as hereinafter set forth, provided that part-time employees employed on a regularly scheduled basis shall be paid a salary according to their title pro-rata.

#### A. RETROACTIVE PAY FOR 1986:

Effective as of January 1, 1986, each employee shall be paid in accordance with either Schedule A-2, B-2, C-2, or D-2, as appropriate. Employees shall remain, throughout 1986, at their same step as of December 31, 1985, except that promotions and range changes are governed by Article 22.

#### B. ALL EMPLOYEES FOR THE YEAR 1987:

Effective as of January 1, 1987, each employee shall be paid in accordance with either Schedule A-3, B-3, C-3 or D-3, as appropriate. Employees shall remain, through 1987, at their same step as of December 31, 1985, except that promotions and range changes are governed by Article 22.

#### C. COMMUNICATIONS OPERATORS:

As a material part of the Agreement of the Parties with regard to compensation for the positions of Communications Operator, Senior Communications Operator, and Supervising Communications Operator, it is agreed by the County and by the Union, on behalf of the employees covered under this Agreement, that employees shall not have outside employment which would prevent them from reporting to work at the scheduled time. Outside employment will be permitted, however, which does not interfere with the obligations of employees as set forth in Article 11-A-2 of this agreement.

#### D. PAY DAYS:

The first of twenty-six equal pay days for 1985 for all County employees, shall be on January 11, 1985. Thereafter the pay periods for all County employees shall be every other Friday, except that in regard to Communications Operators who finish work on Thursday immediately preceding a Friday payday, checks shall be provided by 3:00 p.m. Thursday.

## ARTICLE 10 (Continued)

### E. COURT ATTENDANTS:

Per diem Court Attendants hired during the term of this Agreement shall be paid as provided by N.J.S.A. 2A:11-47.

### F. SCHEDULES:

Inserted for purposes of finding appropriate pay classifications and comparing where salary or wage increases, as governed by Paragraph A and B above, place employees in regards to other employees in the same or another pay classification:

- A-1 35 Hour Employees Job Titles and Ranges
- A-2 35 Hour Employees Salaries effective 1/1/86
- A-3 35 Hour Employees 1987 Salaries
- B-1 Roads & Bridges Employees Job Titles and Ranges
- B-2 Roads & Bridges Employees Salaries effective 1/1/86
- B-3 Roads & Bridges Employees 1987 Salaries
- C-1 Buildings and Maintenance Employees Job Titles and Ranges
- C-2 Buildings and Maintenance Employees Salaries effective 1/1/86
- C-3 Buildings and Maintenance 1987 Salaries
- D-1 Communications Operators Job Titles and Ranges
- D-2 Communications Operators Salaries effective 1/1/86
- D-3 Communications Operators 1987 Salaries

Employees shall be assigned to a range according to job title as indicated in the above schedules. Employees shall be paid only as provided by Paragraphs A and B above as applicable, and shall have promotional increases or reclassification salary adjustments determined pursuant to Article 22.

## ARTICLE 11

### OVERTIME

#### A. OVERTIME RATES:

1. OVERTIME RATES FOR ALL EMPLOYEES OTHER THAN ROADS & BRIDGES, AND COMMUNICATIONS OPERATORS - Any employee required to work beyond the regular workday, seven (7) or eight (8) hour workday, depending on the Department shall be paid overtime at the rate of time and one-half (1½).

Employees required to work on the sixth (6) day of a workweek shall be paid at the rate of time and one-half (1½) for hours worked within a regular workday, and double (2) time for any additional hours worked.

Employees required to work on the seventh (7) day of a workweek shall be paid at the rate of double (2) time for hours worked within a regular workday, and double time and one-half (2½) for any additional hours worked.

Where an employee is authorized to work overtime and this assignment shall require the employee to work on either the sixth (6) or seventh (7) day of his workweek at his option, then the employee shall be paid at the rates specified above for the sixth (6) day even though he may choose to work on the seventh (7) day of his workweek.

Employees scheduled to work on a holiday shall be paid their regular days pay for the holiday, plus an additional rate of time and one-half (1½) for all hours worked in a normally scheduled workday. Should an employee be required to work beyond a normal workday on a holiday, he shall be paid the regular rate for the day, plus an additional double (2) time for any hours in addition to the regularly scheduled workday.

#### 2. COMMUNICATIONS OPERATORS:

a. ON-CALL - Employees are required to be on-call for a four (4) hour period preceding the scheduled start of the shift, and for a four (4) hour period following the scheduled end of that shift. In the event an employee is called in to duty, he will receive overtime pay at the rate of one and one-half (1½) times his straight time hourly rate of pay for each hour worked before and/or after his normal shift for that day, except as covered in Section B.

To facilitate an employee being on-call, the County shall provide, at its own cost, "Pagers" for each employee to have with him during on-call periods. An employee is required to respond to a page within fifteen (15) minutes. The employee may respond either in person or by telephone. After an employee is notified to report to work, he must do so within one (1) hour.

## Article 11 (Continued)

b. HOLIDAY PAY (CALENDAR DATE) - If an employee is authorized to work and does work on a holiday, he shall receive one and one-half (1½) times his straight time hourly rate of pay for each hour worked on that holiday. This holiday premium rate shall be paid to the employee in addition to his regular pay for the holiday (which pay the employee received whether he works or not, since pay for the day is included in his annual salary.) In the event a holiday falls on an employee's regularly scheduled day off and he is not required to work thereon, the employee shall receive an extra day's pay for this day at his straight time hourly rate. In the event the employee, though initially scheduled off on a day which is also a holiday, is subsequently required to work thereon, he shall receive, in addition to the one day's extra pay, time and one-half (1½) his straight time hourly rate of pay for each hour worked on that day. If an employee who is scheduled to work on a holiday is unable to do so due to a bona fide illness, he shall be charged a sick day and receive only his regular pay for that day.

Should an employee be required to work beyond a scheduled shift on a holiday, he shall be paid the regular rate for the day plus an additional double time for any hours beyond his regularly scheduled shift.

3. ROADS AND BRIDGES DEPARTMENT - The overtime rates of all overtime worked shall be one and eight tenths (1.8) times the employees hourly wage. This shall apply to all employees of the Roads & Bridges Department covered by this Agreement, except clerical employees, who will be paid pursuant to paragraph A-1 above.

### B. MINIMUM GUARANTEE:

In addition, any employee required to work overtime shall receive a minimum of two (2) hours pay at the appropriate rate if the time worked is less than two (2) hours, with the exception of an employee required to remain working and continue beyond his regularly scheduled shift. Such employee shall be paid at the overtime rate for the actual hours worked. In the event overtime worked is more than two (2) hours, compensation in such case shall be for the actual hours worked at the appropriate overtime rate.

### C. METHOD OF COMPENSATION: (Except Communications Operators)

#### 1. All employees shall be compensated for overtime worked:

a. In certain situations wherein overtime is required, but budgetary considerations make payment for overtime impossible, employees may be asked to accept overtime on a voluntary basis to be paid in compensatory time at the above rates.

## ARTICLE 11 (Continued)

b. Employees may elect to be paid in compensatory time at the above rates for overtime worked. Such compensation may be accrued up to a maximum of 35/40 hours (one work week), which may be carried on the books at all times. All hours in excess of the above must be used within thirty (30) calendar days.

2. The 35/40 hours accrued for use at a later date may be taken in block form or on a day-to-day basis, and shall be scheduled in advance in the same manner as Vacation. If work loads do not permit the use of compensatory time when requested, the employee may elect to accept payment or to continue to carry the time on the books.

3. Should an employees service terminate, unused earned compensatory time shall be reimbursed to the employee in the final pay.

### D. PAYMENT OF OVERTIME:

Overtime payment shall be made to an employee by the 15th of the month following the month in which the overtime was earned.

### E. EQUALIZATION:

1. It is the intention of the Parties that overtime be distributed among the employees of a Department, or work group within a Department, on an equal basis.

#### 2. Roads and Bridges Department Formula (Snow Removal):

GROUP A - Road Crews maintain roads in their district, have responsibility for this, and are first called. Overtime to be equalized among crew(s). Employees of one district may enter into another district to attend to a trouble spot for up to onehalf ( $\frac{1}{2}$ ) hours work not counting travel time to and from the trouble spot. The total time outside of the district is not to exceed one (1) hour. In the event the police retain the outside crew for longer than one (1) hour, the above does not apply. If additional trouble spots develop, as identified by emergency service personnel, and providing the regular district crew is then called, the outside crew, for liability purposes, may remain until the district crew arrives.

GROUP B - Equipment Operators run loaders, graders, special heavy duty plow. Overtime to be equalized among operators for these jobs.

GROUP C - Extras to be used as back-up for Road Crews. Possibly may be divided into two (2) sub-groups, (one (1) used as drivers, one (1) used as laborers, etc.). Overtime to be equalized among all men in this Group. Any man from this Group may be used to form sub-districts as agreed upon.

## ARTICLE 11 (Continued)

The Employer will assign two (2) men to a truck for salting, cindering, and snow plowing.

Contractors may be used when County vehicles and personnel are all being utilized in snow plowing operations, and there is a need for additional vehicles and personnel to remove snow from County Roads. Contractors may also be utilized, if needed, because a County-owned vehicle is disabled. The County will make every effort to have contractors utilize County Personnel. The Union will make every effort to provide personnel for snow clearance operations.

All employees will be paid for all overtime worked at 1.8x the employee's usual hourly rate, except when an employee shall be engaged in performing duties of a higher classification, he shall be paid at the rate of the job performed.

### F. COURT APPEARANCES:

If an employee is required to appear in Court on County business during his working hours, he shall be excused with pay. If an employee is required to appear at other than his normal working hours, he shall be compensated at this normal overtime rate plus mileage portal-to-portal.

## ARTICLE 12

### HOLIDAYS

The thirteen (13) legal holidays presently observed shall continue to be observed under this Agreement, (New Year's Day, Martin Luther King's Birthday, Lincoln's Birthday, Washington's Birthday, Good Friday, Memorial Day, Independence Day, Labor Day, Columbus Day, Election Day, Veteran's Day, Thanksgiving Day, and Christmas Day.) Effective 1981, Easter Sunday shall be an additional holiday for all Communication Operator titles.

The day after Thanksgiving shall be a paid day off for all employees. Employees who are required to work, by the Employer, on such paid day off, due to emergencies, or as dictated by past practice, shall receive compensatory time for their normal workday. Employees required to work beyond their normal workday shall be compensated at their normal overtime rate as provided in Article 11.

In addition to the aforesaid thirteen (13) legal holidays, also to be observed are any other legal holidays declared by the legally constituted authorities of the State or Nation.

Also, any day proclaimed by the Governor as a day off for State employees, or by the President as a day off for Federal employees may be observed by the County as determined by the Board of Chosen Freeholders in their sole discretion. In the event the Board of Chosen Freeholders grants such a day off, or grants in its own discretion a day off for County employees, then County employees will be paid therefor as if they had worked on said day. Employees who are required to work on said day, though it has been declared by the Freeholders as a day off, will receive compensatory time for their normal workday, and their normal overtime rate for all hours worked beyond their normal workday.

When a holiday, as above, falls on a Saturday, it shall be observed on the preceding Friday. When a holiday falls on a Sunday, it shall be observed on the following day, Monday. This paragraph does not apply to Communication Operator employees.

By mutual consent of the Parties, the date of observance of any of the above holidays may be moved to another day.

When holidays permit a three (3) day weekend, employees of those departments who are required to work on any of the three (3) days, shall be paid at the rate of holiday pay as set forth in Article 11, except Communications Operators. For Communications Operators, see Article 11-A-2-(b).

## ARTICLE 13

### VACATIONS

All employees shall be granted vacation leave based upon the following from date of hire:

<u>Years of Service</u>	<u>Annual Leave</u>
1st year	1 day/month to end of calendar year in which hired
1 through 7 years	12 days per year
8 through 10 years	16 days per year
11 through 15 years	21 days per year
16 through 20 years	26 days per year
21 years and over	26 days per year, plus 1 additional day for each year over 20 years

Employees shall submit requests for vacation time no later than May 15th of the year with first and second choices. For only those employees who submit requests by May 15th, vacations shall be scheduled on the basis of seniority. The request of a senior employee for vacation submitted after May 15th, shall not be given preference over the request of a less senior employee submitted by May 15th. Only simultaneous requests for vacation leave submitted after May 15th shall be decided on the basis of seniority.

Vacation time may be used on a day basis. For purposes of scheduling annual vacations, requests shall state "(number) days to be used on a day basis," with no specific dates required. A separate request for the scheduling of each such day shall be made.

After an individual has been employed for a full three months, the employee shall be given credit for all due vacation leave, and shall be entitled to use credited leave when requested. Should an employee's service terminate before the end of the year, earned vacation leave shall be calculated based on the number of months (or major portion thereof), completed. Unused earned vacation leave shall be reimbursed to the employee in the final pay. Used unearned vacation leave shall be deducted from the final pay. Employees of less than three months shall earn and be entitled to use one day's vacation upon completion of each month of service.

A vacation carryover of up to one-third (1/3) of a year's vacation credit is permitted upon written notice filed by December 1st. The carryover must be used in the succeeding year or such vacation is forfeited.



ARTICLE 13 (Continued)

HOLIDAY, SICK OR BEREAVEMENT DURING VACATION:

If an employee is on vacation, and becomes ill during that time; not allowing him to continue his vacation, and can provide a doctors proof of such illness, or should a death in the family occur in accordance with the provisions of the bereavement leave paragraph contained in this contract; then that time may be changed to sick and/or bereavement leave, as applicable, and his vacation leave shall be reinstated. If a holiday occurs during a vacation, it shall not be counted as a day of vacation.

ARTICLE 14  
LEAVES OF ABSENCE

A. SICK LEAVE

Sick Leave shall accumulate at the rate of one and one-fourth (1-1/4) days per month in the first year of service, commencing in the first month, or major portion thereof, from date of hire. After an employee has been employed for three months, it is assumed that the employee shall remain in the service of the County for the remainder of the calendar year and the total number of sick days, pro-rata, shall be credited to the employee. Employees of less than three months shall be credited for one and one-quarter days at the beginning of each month of service. If separation occurs before the end of the year, and more sick leave has been taken than appropriate on a pro-rata basis, the per diem rate of pay for the excess days shall be deducted from the final pay. If an employee of less than three months utilizes more than three and three-fourths (3-3/4) sick days and remains employed beyond three months, the employee may recouperate any lost pay by utilizing sick days which are credited to him as the employee begins his fourth month.

Sick leave shall accumulate year-to-year, with an additional fifteen (15) days credited to the employee at the beginning of each successive calendar year. If holiday occurs during paid Sick Leave, it shall not be counted as paid Sick Leave. (excludes Communications Operators)

B. MATERNITY LEAVE

An employee shall notify the Employer of her pregnancy as soon as it is medically confirmed. Said employee may request a maternity leave without pay, and said leave shall be granted. A maternity leave of absence shall be for the maximum period allowed by Civil Service Rules. The employee may elect to return to work at an earlier date, provided the employee shall be deemed medically fit to return to the duties and responsibilities of her position.

C. BEREAVEMENT LEAVE

All employees shall receive five (5) consecutive working days leave in the event of the death of a spouse, child, step-child, ward, son-in-law, daughter-in-law, sister, sister-in-law, brother, brother-in-law, grandparent (of employee or employee's spouse), grandchild (of employee or employee's spouse), parent, step-parent, father-in-law, mother-in-law, and any other member of the immediate household. This leave is separate and distinct from any other leave time. In the event of multiple deaths, special consideration will be given to the employee by the Employer.

## ARTICLE 14 (Continued)

### D. PERSONAL LEAVE

After being employed for a three full months, an employee shall receive four (4) days leave for personal business, non-accumulative, unless prevented by the Employer due to exigencies of the work from taking them, in which case they are to be carried over into the next calendar year. After three months of employment, each employee shall be given credit for each calendar year for all personal leave, and shall be entitled to use credited leave when requested. Should an employee's service begin after the first, or terminate before the end of the year, then personal leave shall be calculated based on the number of quarters (or major portion thereof), completed. Unused earned personal leave shall be reimbursed to the employee in the final pay. Used unearned personal leave shall be deducted from the final pay.

### E. OTHER LEAVES

All other proper and authorized leaves as provided in the Rules of the Department of Civil Service shall be recognized, and constitute a part of this Agreement.

## ARTICLE 15

### JURY DUTY

Should an employee be obligated to serve as a juror, he shall receive full pay from the County for all time spent on jury duty.

Remuneration received from the Court for such service will not be deducted from the wages received for the corresponding workdays.

## ARTICLE 16

### BENEFITS (MEDICAL AND OTHER)

All benefits currently enjoyed by employees shall remain in effect and become part of this Agreement, including all rights and privileges under the PERS, and as provided by Civil Service authority, or as dictated by past practices of the County. A past practice is a practice which has occurred previously and continues to occur regularly during the term of the Agreement. Those practices, which are management's prerogative, may be changed at any time by the County, without negotiation with the Union. Those practices which are working conditions may not be changed by the County without negotiations first with the Union. Past practices can be established and recognized on a department wide basis only.

In addition, the Employer agrees to provide, at no cost to the employees, medical coverage in the form of Blue Cross, Blue Shield, Rider J, and Major Medical as currently provided through the State Health Benefits Plan for all employees and their eligible dependents. The Employer shall also pay the monthly Medicare premium for each employee and spouse over age sixty-five (65) years.

In addition, effective January 1, 1981, the Employer agrees to provide, on a contributory basis from the Employer and the Employee, New Jersey Temporary Disability Insurance.

Each employee shall receive for on the job injuries, a leave of absence with full pay, for up to twenty-six (26) weeks, with no loss in sick leave credit, or any other leave time. Any monies received by employees from Workmen's Compensation during the leave of absence, which is for regular maintenance, shall be reimbursed to the County.

The employer further agrees to provide health insurance as a supplement to Medicare for retired County employees as provided by law (See N.J.S.A. 40A:10-23).

Each employee eligible to participate in the State Health Benefits Program shall be reimbursed for actual expenses incurred by the employee or their dependents as defined by the State Health Benefits Program, for vision care, prescription drugs, and dental care up to and including a maximum amount of \$175.00 per year. The County shall reimburse the employee upon presentation of a receipt showing the following:

1. The name of the employee or dependent as defined by the State Health Benefit Program, for whom the vision care, prescription drug, or dental care cost was incurred.
2. In the case of a prescription, the prescription number.

## ARTICLE 16 (Continued)

3. The amount which the employee spent and the date the cost was incurred.

4. The name of:

(a) The eye doctor who was consulted or the vision care service who filled the optical prescription.

(b) The name of the pharmacy from whom the prescription drug was purchased.

(c) The name of the dentist who was consulted.

5. Receipts from the provider must be submitted by November 1 of each year for payment by December 15. Receipts submitted after November 1 shall be processed and paid no later than March 31 of the succeeding year. In the case where an employee has reached reimbursable expenses of \$175.00 before November 1, the employee may submit a bill for payment and shall receive the reimbursement within six weeks. No receipts for a given year shall be submitted later than January 15 of the subsequent year. Receipts submitted after January 15 shall not be honored.

The Employer also agrees to grant to all employees covered under this Agreement any other medical, dental, vision, or prescription plans granted to any other County employee groups during the term of this Agreement, (on the same terms and conditions to such other employee groups).

### TRAINING - COMMUNICATIONS OPERATORS:

It is understood and agreed by the Parties that the employees covered by this Agreement are required to take, or to give, certain training. Training shall be arranged by the County at no expense to the employee for tuition and books. Training may be given to the employee during his normal work hours, or on his day off, in which case the employee who is required to attend such training on his day off shall be paid at the rate of straight time for each hour of training received on that day. In the event an employee volunteers for training on his day off, he shall receive no compensation for any hours of training received on that day. Authorization and/or requests shall be in writing.

ARTICLE 17  
EMPLOYEE EXPENSES

Employees required to use personal vehicles in the pursuit of proper and necessary County business shall be reimbursed during 1984 and 1985 at the rate of twenty cents (\$.20) per mile.

All such personal car mileage shall be submitted on the proper forms, to be provided, and such mileage shall be computed on a portal-to-portal basis.

When any class of employment requires the use of specialized equipment, such as uniforms, rain gear, and safety equipment, these shall be provided, and maintained, by the Employer at no expense to the employees. Painters and heating and air conditioning mechanics shall receive appropriate protective work clothing.

It is recognized that employees in the position of Mechanical Repairer, (excluding Helper), at any grade, Maintenance Repairer (Painter/Carpenter) and Heating and Air Conditioning Mechanics, provide their own tools for use on County jobs; and that such use of personal tools, to which only the individual owner has access, is a normal aspect of the trade, and that such employees shall receive an additional compensation of two dollars (\$2.00) per week for such use of their tools to be paid semi-annually. Any employee in the title of Mechanical Repairer - Helper, required to provide the use of his own tools, will also receive the tool allowance.

All other necessary expenses borne by employees in the course of work, which have been, by past practice, subject to reimbursement to the employees, shall remain in effect for the duration of this Agreement.

An employee, except Communications Operators, working authorized overtime to a meal period (defined as 6:00 A.M., 12:00 Noon, 6:00 P.M., 12:00 Midnight), shall be provided a meal by the County up to three dollars and fifty cents (\$3.50) in value. Should the County be unable to provide such meal, the employee shall be paid at the rate of three dollars and fifty cents (\$3.50) for such meal. If the employee works less than the minimum overtime (two (2) hours), the meal rate, if applicable, shall be one dollar and seventy-five cents (\$1.75).

COMMUNICATIONS OPERATORS:

All Communications Operators working a scheduled eight (8) hour shift plus four (4) or more hours authorized overtime, and for each subsequent continuous four (4) hour period of work, shall be provided a meal by the County up to three dollars and fifty cents (\$3.50) in value. When a Communications Operator is held over on duty for three (3), but less than four (4) hours, he shall be entitled to a meal allowance of three-fourths (3/4) of the regular meal allowance in lieu of providing a meal as discussed herein. Communications Operators who voluntarily agree to work one (1) or

## ARTICLE 17 (Continued)

more eight (8) hour shifts beyond six (6) days in the standard nine (9) day work week shall not be entitled to a meal, provided one (1) or more hours notice to the employee was given prior to the start of the shift. If less than one (1) hour notice was given, then the Communications Operator(s) shall be provided a meal by the County up to three dollars and fifty cents (\$3.50) in value. Meals, for work beyond this eight (8) hour shift, shall be calculated in accordance with the eight (8) hour plus four (4) hour method previously described in this paragraph. Should the County be unable to provide any such meal, the employee shall be paid at the rate of three dollars and fifty cents (\$3.50) for such meal.



ARTICLE 18  
EMPLOYEE FACILITIES

Adequate facilities shall be provided for employees for purposes of daily breaks, eating of lunches and for relief in time of momentary illness incurred while at work.

Representatives of the County and the Union will survey facilities and discuss the needs for an employee lounge and sickroom. When space is located, such lounge and sickroom will be established.

The parking lot at the rear of the Administration Building on Main Street will be patrolled from 8:00 a.m. to 1:00 p.m. by a uniformed patrolman. All employees authorized to park will display official identification. The patrolled parking areas shall be reserved for employees with no reserved parking spaces for individuals except two (2) parking spaces reserved for judges in the Court House, two (2) parking spaces for the handicapped and four (4) parking spaces reserved for visitors, until 1:00 p.m., at which time the parking spaces for visitors, if not occupied by visitors, may be used by any employees authorized to park in said parking lot.

The Union and the Employer shall mutually determine which employees shall be issued permits according to the following: all employees working full time in offices bordering upon the County Parking lot, and part time employees working in the same offices who work a minimum of four days per week. Parking for these employees will be on a first come first served basis. No other permits will be issued to any other persons either as a courtesy or for any other reason.

## ARTICLE 19

### SAFETY

The Employer agrees to insure the safety and adequacy of all working areas and equipment provided for employee use. The Union reserves the right to call upon the Employer, or any appropriate State or Federal agency, to investigate any matter involving work area or equipment. Such requests will only be made where the Union feels that the employee is subject to a possible impairment of health and safety.

A joint Safety Committee shall be established consisting of three (3) employees, and one (1) alternate, designated by the Union; and three (3) members, and one (1) alternate, designated by the Employer. This Committee, consisting of three (3) members from each side, shall meet bi-monthly, with special meetings to be called by either Party when necessary. The function of the Safety Committee shall be to advise the Employer concerning safety and health matters, but not to handle grievances. In the discharge of this function, the Safety Committee shall consider existing practices and rules, and recommend adoption of new practices and rules to the Employer.

The Safety Committee shall be appointed within thirty (30) days of the signing of this Agreement.

## ARTICLE 20

### UNSCHEDULED CLOSING OF COUNTY DEPARTMENTS

Should an employee report for work, and subsequently should the County decide to close County Offices for whatever reason, such employee who reports to work shall be credited for the day's work. Should the County, for whatever reason, close County Offices before the start of the workday, or during the regularly scheduled workday, all employees will be credited with a day's work.

## ARTICLE 21

### JOB CLASSIFICATIONS AND VACANCIES

The Employer shall post in all departments, advance notice for ten (10) working days of any position to be filled.

Prior to posting such notice, the Employer shall submit to the Union the proposed Title and Salary for the position to be filled.

When the Employer establishes a new job, for which there is no rate of compensation provided in the Schedules attached, the Employer and the Union shall reach agreement on an appropriate rate of compensation for the Title, in relation to existing positions, prior to promulgation of the advance notice. The Employer agrees that no appointment shall be made to any such position prior to an agreement of the Parties on the above.

## ARTICLE 22

### PROMOTIONS AND TITLE CHANGES

#### A. REVIEW BOARD:

The Employer agrees to establish a Review Board to study requests for promotions and/or changes in title. The Board shall also review the status of provisional employees who have passed Civil Service examinations, and have not been granted permanent appointment due to the absence of a complete certified list for the position held.

The Board shall be comprised of no more than three (3) members appointed by the County, and no more than three (3) members appointed by the Union, in equal numbers, with a Chairman acceptable to both Parties.

The recommendations of this Board shall be advisory.

#### B. PROMOTIONS:

Upon being promoted, an employee shall retain the same step on the salary schedule in the range to which he is promoted, if the new range is two (2) or less ranges higher. If the range to which he is promoted is more than two (2) ranges higher than his previous range, he shall lose one (1) step for every two (2) ranges his new range exceeds his old range beyond the initial two (2) ranges mentioned above.

A change in the range assigned to an employees position caused by a reclassification by the Civil Service Commission shall not be considered a promotion under the preceding paragraph.

#### C. RECLASSIFICATIONS:

When a range change is the result of a reclassification, the employee will be placed in the new range at the minimum; provided, however, if said minimum is less than ten per cent (10%) above his previous annual salary, he will be placed at the next higher step that will result in a ten per cent (10%) increase in annual compensation over his previous annual salary.

#### D. OUT OF SERIES POSITION IN ANOTHER DEPARTMENT:

Employees who apply for and receive an out of series position in another department, which position is in a higher range on the salary guide, shall be placed on the appropriate range on the salary guide at base, or such higher step necessary to insure no decrease in pay.

ARTICLE 23  
TEMPORARY EMPLOYEES

Temporary employees are those hired during a period of emergency or to fill a temporary position, (position required for a period of not more than four (4) months, or for recurrent periods aggregating not more than four (4) months in any twelve (12) month period). Extension of such a position beyond these limitations will automatically change its status to permanent, and all benefits granted to Permanent and Provisional employees shall accrue to the employee, retroactive to date of hire.

These employees shall be paid at the rate of the title, and duties shall be scheduled within the regular workday. Overtime shall be provided in accordance with Article 11 of this Agreement.

The provisions of Article 21 shall apply to Temporary positions.

## ARTICLE 24

### DISCRIMINATION AND DISCIPLINE

No employee shall be discharged or discriminated against because of race, age, creed, sex, color, ethnic background, political affiliation, or Union activity.

If justification for such discharge cannot be agreed upon by the Employer and the Union the matter shall be arbitrated in accordance with the arbitration provisions of this Agreement, or the employee may pursue all legal remedies afforded by the provisions of the Civil Service Act.

In any case of disciplinary action, including discharge, the Employer will notify the Union of the action taken no later than the next workday.

## ARTICLE 25

### PERSONNEL FILES

Employees shall have the right to inspect, and review their own individual personnel files upon request to the County. The employer recognizes and agrees to permit this review and examination at any reasonable time. An employee shall have the right to define, explain, or object, in writing, to anything found in his personnel file. This writing shall become a part of the employee's personnel file.

For the purposes of this Agreement, a personnel file is defined as any and all recorded matter concerning the employee, maintained by the Personnel Department or the Appointing Authority.

Copies of all material presently in an employee's personnel file shall be provided to the employee, upon request, one (1) time only. Thereafter, copies of all materials added to the employee's file shall be provided to the employee at the time of insertion.



ARTICLE 26  
ECONOMY LAYOFFS

Layoffs shall be accomplished according to the rules and regulations of the New Jersey Department of Civil Service.

An employee covered by this Agreement who is laid off pursuant to the provisions hereof, may file a grievance complaining of the layoff, in which case, the employee shall only take the grievance beyond Step 1 to the Civil Service Commission, in accordance with the Civil Service Procedures, notwithstanding the language of Paragraph (b) under Step 1 of Article 27, "Grievance Procedure," providing an option to employees to take grievances either to the Civil Service Commission or to arbitration.

## ARTICLE 27

### GRIEVANCE PROCEDURE

Any grievance or dispute which may arise between the Parties, including the application, meaning, or interpretation of this Agreement shall follow this procedure:

#### STEP 1:

(a) The Union Representative shall present the grievance, or dispute, in writing, to the employee's immediate Supervisor within ten (10) working days of its occurrence, or ten (10) working days after the employee becomes aware of the event. The immediate Supervisor shall adjust the matter and respond, in writing, within three (3) working days. Failure to present the grievance within the time provided shall constitute an abandonment of the grievance and bar its filing thereafter.

(b) If the matter remains unsettled after Step 1, the employee may pursue the matter, at his or her option, either in the remainder of this procedure, or take the matter before the Civil Service Commission, in accordance with the Civil Service procedures. In the event the employee elects to pursue Civil Service remedies, then the employee shall be forever precluded from advancing the grievance through the remainder of the grievance procedure.

#### STEP 2:

If the grievance, or dispute has not satisfactorily been settled in Step 1, the Union shall present it in writing to the Department Head, within five (5) working days after receiving the response from Step 1, or within five (5) working days after the response was due. The Department Head shall have five (5) working days to adjust the matter, and respond, in writing.

#### STEP 3:

If the grievance, or dispute, has not been satisfactorily adjusted in Step 2, the Union shall present it to the Board of Chosen Freeholders or their designated representative, within five (5) working days after receiving the response from Step 2, or within five (5) working days after the response was due. The Board shall settle the matter, and respond in writing, within five (5) working days. If the Board intends to convene a hearing into the matter, the time for this step shall be extended to fifteen (15) calendar days, provided the Union has been notified in writing of this intent within five (5) working days after the matter has been presented to the Board. This notice shall specify the time, and date of the hearing.

#### STEP 4:

If no settlement of the grievance, or dispute has been reached between the Parties in Step 3, either one (1) or both may move the grievance, or dispute to arbitration within thirty (30) calendar days of receiving the Board's response, or within thirty (30) calendar days of the time the response was due.

#### ARBITRATION:

Any Party wishing to move a grievance to arbitration shall notify the Public Employment Relations Commission, and the other Party, that they are moving a grievance to arbitration, and request that a list of arbitrators be furnished to the Employer, and the Union. The arbitrator shall be chosen in accordance with procedures set forth by the Public Employment Relations Commission.

The arbitrator shall hear the matter on the evidence, and within the meaning of this Agreement, such rules and regulations as may be in effect by the Civil Service Commission of the State of New Jersey, which might be pertinent, and render his award in writing, which shall be final, and binding.

The cost of the arbitrator's fee shall be borne equally by the Parties.

#### EXTENSIONS AND MODIFICATIONS:

Time extensions may be mutually agreed to by the County, and the Union, by a proper instrument in writing.

#### GROUP OR POLICY GRIEVANCE:

A group or policy grievance, or dispute shall be presented, in writing, by the Union, at the lowest step at which a settlement may be obtained.

## ARTICLE 28

### COPIES OF MINUTES

Copies of the minutes of the Public Meetings including Executive Sessions of the Board of Chosen Freeholders and any other Boards or Commissions of the County which have employees covered under this Agreement shall be provided to the Union at no charge no later than five (5) days after said minutes have been made available to the Public.

ARTICLE 29  
GENERAL PROVISIONS

SECTION 1:

This Agreement constitutes the complete and final understanding of the Parties during the term thereof.

SECTION 2:

All terms of masculine gender shall be construed to include the feminine gender, and all terms stated in the singular shall be construed to include the plural, unless a different intention is clearly understood from the context in which such terms are used.


ARTICLE 30

DURATION OF AGREEMENT

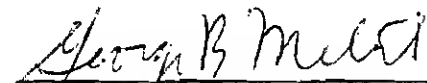
The terms and provisions of this agreement shall be in force commencing January 1, 1986, and shall remain in effect and full force through December 31, 1987. The Parties agree to begin negotiating for a successor Agreement no later than September 15, 1987.

IN WITNESS WHEREOF, the Parties have hereto affixed their signatures on this 7<sup>th</sup> day of April, 1986.

ATTEST:

  
DOROTHY K. BERTANY, CLERK

BOARD OF CHOSEN  
FREEHOLDERS, HUNTERDON  
COUNTY

  
GEORGE B. MELICK,  
FREEHOLDER DIRECTOR

ATTEST:

  
GLORIA A. WEIMAN, SECRETARY

C.W.A. LOCAL 1035

  
ANDREW J. WEIMAN, PRESIDENT

COMMUNICATIONS WORKERS  
OF AMERICA

  
REPRESENTATIVE 4/9/86

Schedule A-1  
35 Hours

JOB TITLES AND RANGES

RANGE 1

ADDRESSOGRAPH MACHINE OPERATOR	DOCKET CLERK (TYPING)
BOOKKEEPING MACHINE OPERATOR	DOCKET CLERK
CLERK	LIBRARY PAGE
CLERK-TYPIST	MAIL CLERK
DATA ENTRY MACHINE OPERATOR	RECEPTIONIST

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RANGE 2

TELEPHONE OPERATOR	OFFSET-MACHINE OPERATOR
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RANGE 3

ACCOUNT CLERK	SECRETARY-DIRECTOR FREEHOLDER
ACCOUNT CLERK (TYPING)	SR. CLERK
CLERK STENOGRAPHER	SR. CLERK TYPIST
CLERK TRANSCRIBER	SR. DOCKET CLERK ( TYPING)
INDEX CLERK (TYPING)	SR. DATA ENTRY MACHINE
JR. LIBRARY ASSISTANT	OPERATOR
JR. LIBRARY ASSISTANT (TYPING)	SR. MAIL CLERK
TRAINEE-WEIGHTS & MEASURES	SR. BOOKKEEPING MACHINE
PAYROLL CLERK	OPERATOR
COURT CLERK	WORD PROCESSING OPERATOR

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RANGE 4

MICROFILM OPERATOR	SR. OFFSET-MACHINE OPERATOR
MESSENGER	PROBATE ASSISTANT

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RANGE 5

ADVERTISING & SALES CLERK	SR. ACCOUNT CLERK
PRINCIPAL CLERK	SR. CLERK STENOGRAPHER
PRINCIPAL CLERK TYPIST	SR. COURT CLERK
SGT. AT ARMS	SR. ACCOUNT CLERK TRANSCRIBER
CLERK DRIVER-LIBRARY	SR. LIBRARY ASSISTANT
SR. LIBRARY ASSISTANT (TYPING)	SR. CLERK TRANSCRIBER
SR. PAYROLL CLERK	SR. INDEX CLERK
ACCOUNT CLERK (FORMER CLERK/ BOOKKEEPER-DOUBLE ENTRY)	SR. WORD PROCESSING OPERATOR

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RANGE 6

SR. MICROFILM OPERATOR
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Schedule A-1 (Continued)

RANGE 7

PLANNING DRAFTSMAN	PRINCIPAL INDEX CLERK
PRINCIPAL ACCOUNT CLERK	PROBATE CLERK
PRINCIPAL CLERK STENOGRAPHER	PRINCIPAL CLERK TRANSCRIBER
SR. CLERK DRIVER-LIBRARY	PRINCIPAL LIBRARY ASSISTANT
COORDINATOR DENTAL HEALTH SVCS.	SUPERVISING CLERK
LEASEDHOUSING SPECIALIST	ADMINISTRATIVE CLERK
	PRINCIPAL LIBRARY ASSISTANT (TYPING)
LIBRARY EXHIBIT ARTIST & PUBLIC INFORMATION ASSISTANT (TYPING)	PRINCIPAL COURT CLERK
PRINCIPAL PERSONNEL CLERK (STENO.)	PURCHASING EXPEDITOR
PRINCIPAL PAYROLL CLERK	SUPERVISING CLERK TYPIST
	SR. ACCOUNT CLERK (FORMER SENIOR CLERK BOOKKEEPER- DOUBLE ENTRY)

RANGE 8

SHERIFF'S OFFICER	SECURITY GUARD
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RANGE 9

LIBRARY INTERNE	
PRINCIPAL ACCOUNT CLERK (FORMER PRINCIPAL CLERK BOOKKEEPER -DOUBLE ENTRY)	SR. PROBATE CLERK
SUPERVISING CLERK STENOGRAPHER	SUPERVISING LIBRARY ASSISTANT
ENGINEERING AIDE	LIBRARY TRAINEE
SUPERVISING INDEX CLERK	TAX CLERK
ASST. SUPT.-WEIGHTS & MEASURES	INVESTIGATOR (PROBATION)
SR. PLANNING DRAFTSMAN	ADMINISTRATIVE SECRETARY
CHIEF CLERK	HOME LOAN ADVISOR
	HOUSING ASSISTANCE TECHNICIAN

RANGE 10

FIELD REPRESENTATIVE FOR HOUSING REHABILITATION

RANGE 11

SR. ENGINEERING AIDE	SR. INVESTIGATOR (PROBATION)
DEPUTY SUPT.-WEIGHTS & MEASURES	

RANGE 12

SUPERVISOR OF SENIOR CITIZENS ACTIVITIES  
DATA PROCESSING PROGRAMMER

RANGE 13

COMMUNITY SERVICE PLANNER	ADMINISTRATIVE ANALYST
CONSTRUCTION INSPECTOR	PERSONNEL TECHNICIAN



Schedule A-1 (Continued)

RANGE 14

SR. DATA PROCESSING PROGRAMMER      CRIMINAL JUSTICE PLANNER

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RANGE 15

PRINCIPAL ENGINEERING AIDE	SUPERVISOR OF HOUSING
SENIOR CONSTRUCTION INSPECTOR	REHABILITATION
JR. LIBRARIAN	SR. COMMUNITY SERVICE PLANNER
SR. PERSONNEL TECHNICIAN	MANAGEMENT SPECIALIST

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RANGE 16

ASSISTANT PLANNER

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RANGE 17

SR. LIBRARIAN-TECH. SVCS.	
SR. LIBRARIAN	PRINCIPAL PERSONNEL TECHNICIAN
ASSISTANT ENGINEER	PRINCIPAL COMMUNITY SERVICE PLANNER

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RANGE 18

SENIOR PLANNER

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RANGE 19

PRINCIPAL LIBRARIAN	PRINCIPAL LIBRARIAN-TECH. SVCS.
PRINCIPAL LIBRARIAN-REFERENCE	

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RANGE 20

PRINCIPAL PLANNER

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RANGE 21

SUPERVISING LIBRARIAN	SENIOR ENGINEER
SUPERVISING LIBRARIAN-REFERENCE	

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RANGE 22

SUPERVISING PLANNER

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RANGE 23

RANGE 24  
PRINCIPAL ENGINEER

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RANGE 25

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## 35 HR. EMPLOYEES EFFECTIVE JANUARY 1, 1986 SCHEDULE A-2

## SALARY SCALE

RG.	1985 HIRES BASE	INC.	83 & 84 HIRES	81 & 82 HIRES	2	3	4	5	6	7	8	<u>MAX</u>
1	9524	428	9951	10644	11072	11500	11928	12356	12784	13212	13641	14069
2	9999	450	10449	11142	11592	12041	12491	12940	13390	13840	14289	14740
3	10500	473	10974	11667	12138	12612	13083	13556	14029	14501	14974	15447
4	11009	496	11505	12198	12693	13189	13683	14178	14674	15169	15665	16161
5	11562	520	12083	12776	13296	13817	14338	14859	15378	15898	16420	16940
6	12140	546	12686	13379	13924	14470	15016	15562	16108	16653	17199	17745
7	12747	573	13321	14014	14588	15160	15734	16308	16882	17454	18027	18601
8	13384	603	13986	14679	15283	15885	16487	17090	17691	18294	18896	19499
9	14053	632	14685	15378	16010	16644	17276	17908	18540	19172	19805	20437
10	14756	664	15420	16208	16777	17439	18104	18767	19430	20095	20757	21421
11	15495	697	16193	16886	17583	18281	18978	19675	20372	21070	21767	22464
12	16268	732	17000	17693	18425	19156	19889	20621	21353	22086	22817	23548
13	17084	769	17852	18545	19313	20081	20850	21617	22386	23154	23922	24691
14	17939	807	18746	19439	20244	21050	21858	22664	23471	24277	25085	25892
15	18834	847	19681	20374	21222	22070	22917	23764	24612	25459	26307	27154
16	19773	889	20662	21355	22245	23135	24025	24913	25804	26693	27582	28472
17	20765	935	21699	22392	23326	24259	25195	26128	27062	27996	28931	29865
18	21803	981	22785	23478	24459	25439	26420	27401	28382	29362	30344	31325
19	22892	1030	23923	24616	25646	26676	27706	28736	29766	30798	31828	32858
20	24038	1082	25119	25812	26894	27975	29058	30140	31222	32304	33386	34467
21	25240	1136	26375	27068	28204	29340	30476	31611	32748	33885	35021	36157
22	26501	1193	27695	28388	29580	30771	31964	33157	34350	35541	36735	37928
23	27825	1253	29078	29771	31023	32276	33529	34781	36034	37287	38539	39792
24	29215	1315	30531	31224	32538	33854	35168	36483	37798	39113	40428	41743
25	30679	1381	32061	32754	34132	35514	36895	38276	39656	41037	42418	43799

35 HR. EMPLOYEES EFFECTIVE JANUARY 1, 1987 SCHEDULE A-3

SALARY SCALE

RG.	1985 HIRES BASE	INC.	83 & 84 HIRES	81 & 82 HIRES	2	3	4	5	6	7	8	<u>MAX</u>
1	10000	449	10449	11176	11626	12075	12524	12974	13423	13873	14323	14772
2	10499	473	10971	11699	12172	12643	13116	13587	14060	14532	15003	15477
3	11025	497	11523	12250	12745	13243	13737	14234	14730	15226	15723	16219
4	11559	521	12080	12808	13328	13848	14367	14887	15408	15927	16448	16969
5	12140	546	12687	13415	13961	14508	15055	15602	16147	16693	17241	17787
6	12747	573	13320	14048	14620	15194	15767	16340	16913	17486	18059	18632
7	13384	602	13987	14715	15317	15918	16521	17123	17726	18327	18928	19531
8	14053	633	14685	15413	16047	16679	17311	17945	18576	19209	19841	20474
9	14756	664	15419	16147	16811	17476	18140	18803	19467	20131	20795	21459
10	15494	697	16191	17018	17616	18311	19009	19705	20402	21100	21795	22492
11	16270	732	17003	17730	18462	19195	19927	20659	21391	22124	22855	23587
12	17081	769	17850	18578	19346	20114	20883	21652	22421	23190	23958	24725
13	17938	807	18745	19472	20279	21085	21893	22698	23505	24312	25118	25926
14	18836	847	19683	20411	21256	22103	22951	23797	24645	25491	26339	27187
15	19776	889	20665	21393	22283	23174	24063	24952	25843	26732	27622	28512
16	20762	933	21695	22423	23357	24292	25226	26159	27094	28028	28961	29896
17	21803	982	22784	23512	24492	25472	26455	27434	28415	29396	30378	31358
18	22893	1030	23924	24652	25682	26711	27741	28771	29801	30830	31861	32891
19	24037	1082	25119	25847	26928	28010	29091	30173	31254	32338	33419	34501
20	25240	1136	26375	27103	28239	29374	30511	31647	32783	33919	35055	36190
21	26502	1193	27694	28421	29614	30807	32000	33192	34385	35579	36772	37965
22	27826	1253	29080	29807	31059	32310	33562	34815	36068	37318	38572	39824
23	29216	1316	30532	31260	32574	33890	35205	36520	37836	39151	40466	41782
24	30676	1381	32058	32785	34165	35546	36927	38308	39689	41070	42451	43832
25	32213	1450	33664	34392	35839	37290	38740	40190	41639	43089	44539	45989

Schedule B-1  
40 Hours  
JOB TITLES AND RANGES  
ROADS & BRIDGES

RANGE S-1

RADIO DISPATCHER (TYPING)

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RANGE 1

LABORER

CLERK DRIVER

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RANGE 2

STOCK CLERK

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RANGE 3

MAINTENANCE REPAIRER-PAINTER

MECHANICAL REPAIRER HELPER

ROAD REPAIRER

TRAFFIC MAINTENANCE WORKER

MECHANIC'S HELPER

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RANGE 4

SR. STOCK CLERK  
BRIDGE REPAIRER

TRUCK DRIVER

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RANGE 5

MECHANIC

EQUIPMENT OPERATOR

(1ST 6 MOS. OF TRAINING)

SR. MAINTENANCE REPAIRER-PAINTER

SR. TRAFFIC MAINTENANCE WORKER

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RANGE 6

SR. BRIDGE REPAIRER

EQUIPMENT OPERATOR

(2nd 6 MOS. OF TRAINING)

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RANGE 7

SR. MECHANIC

EQUIPMENT OPERATOR (AFTER 12 MOS. OF TRAINING)

HEAVY EQUIPMENT OPERATOR

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RANGE 8

ROAD FOREMAN

BRIDGE REPAIRER FOREMAN

TRAFFIC MAINTENANCE FOREMAN

MAINTENANCE REPAIRER FOREMAN-  
PAINTER

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RANGE 9

GENERAL ROAD FOREMAN

MECHANIC FOREMAN

ROAD CONSTRUCTION FOREMAN

## 40HR. EMPLOYEES EFFECTIVE JANUARY 1, 1986

## SCHEDULE B-2

## SALARY SCALE

## ROADS &amp; BRIDGES

RG.	BASE	INC.	83 & 84 HIRES	81 & 82 HIRES	2	3	4	5	6	7	8	MAX
51	12003	540	12542	13235	13775	14315	14854	15394	15934	16473	17013	17553
1	13456	606	14062	14755	15360	15966	16572	17178	17784	18390	18996	19601
2	13687	616	14302	14995	15610	16226	16841	17456	18073	18688	19304	19921
3	14435	650	15084	15777	16426	17076	17725	18375	19023	19673	20322	20972
4	14674	660	15334	16027	16688	17348	18008	18668	19327	19988	20647	21308
5	15498	697	16195	16892	17590	18287	18984	19681	20378	21076	21773	22470
6	15658	705	16361	17054	17759	18463	19168	19872	20577	21281	21986	22691
7	16245	731	16975	17668	18399	19131	19861	20593	21322	22054	22784	23515
8	17505	788	18292	18985	19773	20560	21348	22135	22922	23709	24497	25284
9	18018	811	18828	19521	20332	21142	21952	22762	23571	24382	25193	26003

40HR. EMPLOYEES EFFECTIVE JANUARY 1, 1987 SCHEDULE B-3

SALARY SCALE

ROADS & BRIDGES

RG.	BASE	INC.	83 & 84 HIRES	81 & 82 HIRES	2	3	4	5	6	7	8	MAX
SI	12603	567	13169	13897	14464	15031	15597	16164	16731	17297	17864	18431
1	14129	636	14765	15493	16128	16764	17401	18037	18673	19310	19946	20581
2	14371	647	15017	15745	16391	17037	17683	18329	18977	19622	20269	20917
3	15157	683	15838	16566	17247	17930	18611	19294	19974	20657	21338	22021
4	15408	693	16101	16828	17522	18215	18908	19601	20293	20987	21679	22373
5	16273	732	17005	17737	18470	19201	19933	20665	21397	22130	22862	23594
6	16441	740	17179	17907	18647	19386	20126	20866	21606	22345	23085	23826
7	17057	768	17824	18855	19319	20088	20854	21623	22388	23157	23923	24691
8	18380	827	19207	19934	20762	21588	22415	23242	24068	24894	25722	26548
9	18919	852	19769	20497	21349	22199	23050	23900	24750	25601	26453	27303

Schedule C-1  
40 Hours  
JOB TITLES AND RANGES  
BUILDINGS & MAINTENANCE

RANGE 1

BUILDING SERVICE WORKER                      MESSENGER

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RANGE 2

BUILDING MAINTENANCE WORKER

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RANGE 3

MAINTENANCE REPAIRER (PAINTER/CARPENTER)      SENIOR MESSENGER

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RANGE 4

BUILDING MAINTENANCE FOREMAN

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RANGE 5

SR. MAINTENANCE REPAIRER (PAINTER/CARPENTER)  
PRINCIPAL MESSENGER

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RANGE 6

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RANGE 7

MAINTENANCE REPAIRER FOREMAN (PAINTER/CARPENTER)  
MAINTENANCE REPAIRER (HEATING, ELECTRICAL HEATING, AIR  
CONDITIONING & REFRIGERATION)

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RANGE 8

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RANGE 9

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RANGE 10

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RANGE 11

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RANGE 12

HEATING & AIR CONDITIONING MECHANIC

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40HR. EMPLOYEES EFFECTIVE JANUARY 1, 1986 SCHEDULE C-2

SALARY SCALE			BLDGS. & MAINT.									
RG.	BASE	INC.	83 & 84 HIRES	81 & 82 HIRES	2	3	4	5	6	7	8	MAX
1	12955	583	13539	14232	14814	15397	15980	16564	17147	17729	18313	18896
2	13689	616	14304	14997	15614	16229	16843	17459	18075	18690	19306	19923
3	14435	650	15084	15777	16426	17076	17725	18375	19023	19673	20322	20972
4	15164	683	15847	16540	17223	17905	18588	19272	19954	20637	21319	22002
5	15901	715	16616	17309	18024	18739	19454	20171	20886	21601	22316	23031
6	16693	751	17445	18138	18890	19639	20391	21143	21895	22645	23397	24148
7	17530	789	18318	19011	19800	20589	21377	22166	22954	23743	24531	25320
8	18407	828	19234	19927	20755	21584	22412	23241	24068	24897	25726	26555
9	19327	869	20198	20891	21762	22633	23502	24373	25244	26114	26984	27853
10	20294	914	21208	21901	22814	23728	24642	25556	26469	27383	28296	29210
11	21310	959	22268	22961	23921	24880	25839	26799	27758	28718	29677	30636
12	22376	1007	23384	24077	25083	26090	27098	28105	29113	30121	31127	32134



## 40HR. EMPLOYEES EFFECTIVE JANUARY 1, 1987 SCHEDULE C-3

SALARY SCALE					BLDGS. & MAINT.							
RG.	BASE	INC.	83 & 84 HIRES	81 & 82 HIRES	2	3	4	5	6	7	8	MAX
1	13603	612	14216	14944	15555	16167	16779	17392	18004	18615	19229	19841
2	14373	647	15019	15747	16395	17040	17685	18332	18979	19625	20271	20919
3	15157	683	15838	16566	17247	17930	18611	19294	19974	20657	21338	22021
4	15922	717	16639	17367	18084	18800	19517	20236	20952	21669	22385	23102
5	16696	751	17447	18174	18925	19676	20427	21180	21930	22681	23432	24183
6	17528	789	18317	19045	19835	20621	21411	22200	22990	23777	24567	25355
7	18407	828	19234	19962	20790	21618	22446	23274	24102	249930	25758	26586
8	19327	869	20196	20923	21793	22663	23533	24403	25271	26142	27012	27883
9	20293	912	21208	21936	22850	23765	24677	25592	26506	27420	28333	29246
10	21309	960	22268	22996	23955	24914	25874	26834	27792	28752	29711	30671
11	22376	1007	23381	24109	25117	26124	27131	28139	29146	30154	31161	32168
12	23495	1057	24553	25281	26337	27395	28453	29510	30569	31627	32683	33741

Schedule D-1  
40 Hours  
JOB TITLES AND RANGES  
COMMUNICATIONS OPERATORS

RANGE 1

COMMUNICATIONS OPERATOR

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RANGE 2

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RANGE 3

SENIOR COMMUNICATIONS OPERATOR

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RANGE 4

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RANGE 5

SUPERVISING COMMUNICATIONS OPERATOR

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COMMUNICATIONS EMPLOYEES EFFECTIVE JANUARY 1, 1986 SCHEDULE D-2

SALARY SCALE

\*\$13,551.00 - Training rate for six (6) months from Date of Hire.

RG.	BASE	INC.	83 & 84 HIRES	81 & 82 HIRES	2	3	4	5	6	7	8	MAX
1	15051	677	15728	16421	17097	17774	18451	19128	19805	20481	21159	21836
2	15804	711	16515	17208	17919	18632	19343	20054	20767	21478	22190	22901
3	16593	747	17340	18033	18779	19526	20272	21019	21765	22512	23259	24005
4	17424	784	18206	18899	19683	20467	21251	22035	22819	23602	24295	25079
5	18294	823	19117	19810	20634	21458	22281	23104	23928	24752	25575	26398

\*( \$1,500.00 less than Range 1 Base)

Newly Hired  
Employees (Employees hired in 1986 shall move to Range 1 Base (\$15,051.00) at end of  
six (6) months.)

COMMUNICATIONS EMPLOYEES EFFECTIVE JANUARY 1, 1987 SCHEDULE D-3

SALARY SCALE

\*\$14,304.00 - Training rate for six (6) months from Date of Hire.

R.G.	BASE	INC.	83 & 84 HIRES	81 & 82 HIRES	2	3	4	5	6	7	8	MAX
1	15804	711	16514	17242	17952	18663	19374	20084	20795	21505	22217	22928
2	16594	747	17341	18068	18815	19564	20310	21057	21805	22551	23300	24046
3	17423	784	18207	18935	19718	20502	21286	22070	22853	23638	24422	25205
4	18295	823	19116	19844	20667	21490	22314	23137	23960	24782	25510	26333
5	19209	864	20073	20801	21666	22531	23395	24259	25124	25990	26854	27718

\*( \$1,500.00 less than Range 1 Base)

Newly Hired  
Employees (Employees hired in 1987 shall move to Range 1 Base (\$15,804.00) at end of  
six (6) months.)